

REQUEST FOR APPROVAL OF  
RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of  
the Records Retention Schedule, STD. 73.TO: (1) DEPARTMENT OF GENERAL SERVICES  
OFFICE OF RECORDS MANAGEMENT  
(2) CHIEF, STATE ARCHIVES  
1020 O Street, Room 130  
Sacramento, CA 95814  
445-4293 or ATSS 485-4293

## PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

| SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS | TITLE          | DATE           |
|---|----------------|----------------|
| <i>John F. Burns</i>                                  | <i>Caplain</i> | <i>5-26-93</i> |

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR

| TITLE                | DATE          | TELEPHONE      |
|----------------------|---------------|----------------|
| <i>Kristina Cota</i> | <i>7/6/93</i> | <i>83-4095</i> |

## PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

| SIGNATURE              | APPROVAL NUMBER |
|------------------------|-----------------|
| <i>Michelle Wilson</i> | <i>93-1175</i>  |
| TITLE                  | DATE            |
| <i>pmc</i>             | <i>7/9/93</i>   |

## PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

## THE ATTACHED RECORDS RETENTION SCHEDULE:

☒ Contains no material subject to further review by the California State Archives.☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

| SIGNATURE—CHIEF OF ARCHIVES | DATE                |
|-----------------------------|---------------------|
| <i>John F. Burns</i>        | <i>AUG. 05 1993</i> |

DEPARTMENT, BOARD OR COMMISSION  
CALIFORNIA DEPARTMENT OF CORRECTIONS  
DIVISION, BUREAU OR OTHER UNIT  
INSTITUTIONSBILLING CODE  
16836

ADDRESS

1515 S STREET

SACRAMENTO

SCHEDULE NUMBER

1044

PAGE NUMBER(S)

1-2

SCHEDULE DATE

5/18/93

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

SCHEDULE NUMBER

PAGE NUMBER(S)

SCHEDULE DATE

APPROVAL NUMBER

APPROVAL DATE

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |                                     |  |
|---|-------------------------------------|--|
| DEPARTMENT (1)<br><b>Corrections</b>  | SCHEDULE NUMBER (2)<br><b>1044</b>  | DATE (3)<br><b>May 18, 1993</b>                    |
| ORGANIZATIONAL UNIT<br><b>Institutions Division</b>   | Page <b>1</b> of <b>2</b> Pages (4) |  |
| ADDRESS (number, street, city)<br><b>1515 "S" Street, Rm. 300N, Sacramento/All California State Prisons</b> |                                     | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |

| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br><br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)  | M<br>e<br>d<br><br>i<br>a<br>(10) | V<br>i<br>t<br><br>a<br>l<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)  |
|---|--|--|--|-----------------------------------|-----------------------------------|----------------|---------------|-------------|---------------|---|--|
|   |  |  |  |                                   |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |  |
| INS-  | TRA  |  | <b>Transportation Unit</b>   |                                   |                                   |                |               |             |               |   | Custodian: Transportation Unit<br>Maintained at all Institutions   |
| 0005  |  |  | Body Receipt: CDC-123<br>Records the inmate returns to institution custody from county courts, escape, etc..   | P                                 |                                   | 2              |               |             | 2             |   | Destruction: Recycle non-confidential paper. Transfer to the State Archives if flagged.<br><br>Retain two years in the office. |
| 0010  |  |  | Bus Schedule: Master and Copies<br>Records information such as bus route, driver and inmates transported.  | P                                 |                                   | 6m             |               |             | 6m            |   | Retain six months in the office.   |
| 0020  |  |  | Bus Seat Request<br>Request received to transport an inmate to another location (e.g., institution, court, etc.), which generates the bus schedule and duty log. | P                                 |                                   | 6m             |               |             | 6m            |   | Retain six months in the office.   |
| 0030  |  |  | Duty Log Reports: CDC-250<br>Records inmate transportation information such as the bus route schedule, beginning and end mileage and time, bus crew, etc..       | P                                 |                                   | 3              |               |             | 3             |   | Retain three years in the office.  |
| 0040  |  |  | Property Transfer Receipt: CDC-143<br>Records inmate property transfer from one institution to another.  | P                                 |                                   | 2y-1m          |               |             | 2y-1m         |   | Retain two years and one month in the office.  |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

*See instructions on reverse  
and in SAM 1600*

|   |                                     |   |
|---|-------------------------------------|---|
| DEPARTMENT (1)<br><b>Corrections</b>  | SCHEDULE NUMBER (2)<br><b>1044</b>  | DATE (3)<br><b>May 18, 1993</b>                       |
| ORGANIZATIONAL UNIT<br><b>Institutions Division</b>   | Page <b>2</b> of <b>2</b> Pages (4) |   |
| ADDRESS (number, street, city)<br><b>1515 "S" Street, Rm. 300N, Sacramento/All California State Prisons</b> |                                     | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |

| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br><br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)   | M<br>e<br>d<br><br>i<br>a<br>l<br>(10) | V<br>i<br>t<br><br>a<br>l<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)                             |
|---|--|--|---|--|-----------------------------------|----------------|---------------|-------------|---------------|---|---|
|   |  |  |   |  |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |   |
| 0045  |  |  | Teletypes:<br>Records requests from law enforcement agencies<br>(e.g., county, etc.) requesting inmate transportation to<br>court hearings. | P                                      |                                   | 6m             |               |             | 6m            |   | Retain six months in the office.                |
| 0050  |  |  | Transfer Record: CDC-135<br>Records the physical transfer of inmates from one<br>institution to another.                                    | P                                      |                                   | 1y-1m          |               |             | 1y-1m         |   | Retain one year and one month in the<br>office. |
| 0060  |  |  | Vehicle Condition Report:<br>Records documenting vehicles condition.  | P                                      |                                   | 1              |               |             | 1             |   | Retain one year in the office.                  |